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INTELLIGENCE TRAINING

# COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr. Neil R. Greene)

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(Colonel Kevin B. Glenn)

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This instruction implements Air Force Policy Directive (AFPD) 14-2, Intelligence Rules and Procedures. It establishes the Air Force Intelligence Personnel Training (IPT) Program and is applicable to all Air Force active, Air National Guard (ANG) and Air Force Reserve officer, enlisted, and civilian intelligence personnel assigned to Air Force intelligence functions and activities. As part of the IPT Program, this instruction establishes Initial Qualification Training (IQT), Mission Qualification Training (MQT), Specialized Training, and Continuation Training (CT) requirements for intelligence personnel to support Air Force objectives. AFI 14-202, Volume 1, Intelligence Training, does not apply to personnel currently on flying status.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, Management of Records and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <a href="https://afrims.amc.af.mil/">https://afrims.amc.af.mil/</a>. The WICC-TDS record-keeping system referenced in this instruction holds System-of-Record Notice (SORN) number F014 AF/A2FM A, WICC-TDS. Restrictions expressed in an instruction can be made more, but not less, restrictive by supplement. The provisions of higher-level publications take precedence over lower-level

publications. This policy document supports all Air Force Intelligence Training Transformation (IT2) efforts as mandated by DoD and other national policy directives.

(AFISRA) AFI 14-202 Volume 1, 10 March 2008 is supplemented as follows. supplement provides information and instructions for the Air Force (AF) Intelligence Surveillance and Reconnaissance (ISR) Agency (AFISRA) intelligence training programs. This supplement applies to all AFISRA subordinate organizations. This supplement does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units. The term Major Command (MAJCOM), used throughout this supplement refers to AFISRA for AFISRA units. This supplement also applies to members of other commands, Direct Reporting Units (DRU), and Field Operating Agencies (FOA) (assigned and attached) when performing intelligence duties in or on AFISRA weapon systems, functions or activities and under AFISRA oversight. The Privacy Act of 1974 affects this supplement. This publication may be supplemented at any level, but all direct supplements must be routed through the OPR prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional's chain of command. Maintain records created as a result of the processes prescribed in this publication in accordance with (IAW) AFMAN 33-363, Management of Records, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at https://www.my.af.mil/afrims/afrims/afrims/rims.cfm. Contact supporting records managers as required.

## **SUMMARY OF CHANGES**

This interim change implements new guidelines that clarify terms and concepts for intelligence training, clarify requirements/procedures to document training, clarify procedures to perform training without a 14-2 MDS, describe training programs in Multi-MDS wings and describe procedures to deal with personnel with previous qualifications in the same MDS. A margin bar (|) indicates newly revised material.

	1.		3
	2.	Initial Qualification Training (IQT).	9
	3.		9
	4.		11
Table	1.	Proration Allowance.	13
	5.	Specialized Training.	14
	6.	Multiple Qualifications at a Multi-MDS Location.	14
	7.	DELETED.	14
Attach	ment 1-	—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	15
Attach	ment 2-	—INTELLIGENCE TRAINING REQUIREMENTS	21

Attachment 3—QUALIFICATION TRAINING FLOW OF EVENTS	23
Attachment 4—(Added-AFISRA) AFISRA TRAINING OFFICE OF PRIMARY	
RESPONSIBILITY (OPR)	24
Attachment 5—(Added-AFISRA) AFISRA FORM 402, INTELLIGENCE PERSONNEL	
CERTIFICATIONS	25
Attachment 6—(Added-AFISRA) AFISRA FORM 402, INTELLIGENCE PERSONNEL	
CERTIFICATIONS EXAMPLE	28
Attachment 7—(Added-AFISRA) AFISRA FORM 403, CERTIFICATION OF	
INTELLIGENCE PERSONNEL TRAINING	29
Attachment 8—(Added-AFISRA) AFISRA FORM 403, CERTIFICATION OF	
INTELLIGENCE PERSONNEL TRAINING EXAMPLE	31

- **1.** General. This instruction prescribes basic policy and guidance for training intelligence personnel according to AFPD 14-2, Intelligence Rules and Procedures. This instruction takes precedence over mission design series (MDS), weapons system, intelligence function or activity-specific instructions. Unique, customized, and/or specialized training programs are defined in AFI 14-2 MDS, weapons system, intelligence functional, activity-specific, Volume 1, Intelligence Training, instructions.
  - 1.1. Program Goals. The Intelligence Personnel Training (IPT) Program ensures all personnel conducting intelligence duties in an intelligence function or activity attain and maintain the qualifications and currencies needed to support their unit's mission effectively. There are several levels of training required for development of the intelligence and military skills to prepare intelligence personnel to complete their assigned mission. **Attachment 3** illustrates the flow of events for initial qualification and mission qualification training which will be explained in this instruction.
  - 1.2. Waiver Authority. Unless otherwise specified in this instruction, the AF CFM is the waiver authority for training issues as related to this instruction. Submit waiver requests to the basic guidance in this instruction through applicable training channels to MAJCOM/A2 or designated level. MAJCOM/A2s will forward requests in message or memo format to AF CFM. Waivers to supplemental guidance will be handled by the MAJCOM agency that generated the supplement.
  - 1.2. (**AFISRA**) The AFISRA Directorate of Operations (A3) is the MAJCOM/A2 equivalent level for the purpose of this supplement. Waivers to the basic instruction will be routed through applicable training channels to AFISRA/A3 for forwarding to the AF Career Field Manager (CFM). AFISRA/A3 is the waiver authority for this supplement. Waivers to this supplement will be requested through applicable training channels to AFISRA/A3T.
    - 1.2.1. (Added-AFISRA) This document assigns responsibilities, establishes policies, and directs action for AFISRA units not covered by other organizations' training instructions/guidance, and training qualifications/certifications.

- 1.2.2. (Added-AFISRA) The AFISRA/A3T will coordinate mission-specific training required by Combat Support Agency (CSA) for specific mission areas. This coordination will be conducted with the knowledge of the appropriate AFISRA representative staff office at the CSA to ensure a coordinated Air Force position and demand signal.
- 1.2.3. (Added-AFISRA) AFISRA/A3T will review subordinate unit supplements to training procedures and this supplement and will provide feedback as required.

# 1.3. Responsibilities:

1.3. (**AFISRA**) Commanders of units without published AFI 14-2 (Mission Design Series [MDS]) volumes will supplement this publication and implement certification and/or qualification processes for Intelligence Personnel IAW 14-202 volume guidance.

# 1.3.1. AF/A2:

- 1.3.1.1. Sets policy for conducting and executing IPT programs to include oversight of the Intelligence Formal Training Units (IFTU) and Formal Training Units (FTU), as applicable.
- 1.3.1.2. Delegates office of primary responsibility (OPR) for this instruction to AF/A2F.
- 1.3.1.3. Monitors and reviews MAJCOM Mission Design Series (MDS), weapons systems, intelligence functional, activity-specific IPT programs, ensuring MAJCOM/A2 policies, guidance and instruction supplements are consistent with this directive.
- 1.3.2. MAJCOM/A2s. MAJCOM/A2s are responsible for the overall management of the command's intelligence training program. The Air National Guard (ANG) is considered a MAJCOM for the purpose of this instruction.
- 1.3.2. (**AFISRA**) For the purpose of this supplement, all ISR activities are considered operations for AFISRA and its subordinate intelligence units. For the purposes of this supplement, AFISRA/A3 is MAJCOM/A2 equivalent responsible for the Intelligence Personnel Training (IPT) Program and AFISRA/A3T has overall responsibility for implementing the AFISRA IPT Program. The AFISRA Training OPR for each MDS, weapons system, intelligence function and activity is identified in the specific AFI 14-2(MDS). Attachment 2 identifies the AFISRA training OPRs for weapon systems, intelligence functions, or specific activities that do not have a specific AFI 14-2(MDS) volume.
  - 1.3.2.1. Theater Indoctrination Training. Ensure the Numbered Air Force (NAF)/Air Force Forces (AFFOR A-2) or equivalent unit develops and provides theater indoctrination training as needed for their AOR to ensure intelligence personnel are trained on unique theater requirements. As a minimum, this training will include a thorough review of specific theater requirements and procedures, theater threat status and weapon systems, reporting instructions, connectivity requirements, host nation agreements and applicable OPLANs/CONPLANs.
  - 1.3.2.1. (**AFISRA**) Theater indoctrination training may be in the form of a target country, area or route certification IAW the applicable AFI 14-2(MDS). For AFISRA intelligence personnel who are not governed by a specific AFI 14-2(MDS), target

- country, area or route certifications will be developed as directed by the unit Commanders, and submitted for review to the applicable AFISRA training OPR. Theater indoctrination training will consist of the following sections:
  - 1.3.2.1.1. (**Added-AFISRA**) General Mission Area Overview to include: history, geography, prominent threat indicators, and threat assessment.
  - 1.3.2.1.2. (**Added-AFISRA**) Target Country Overview to include: description, culture, activities, organization, and maps of area.
  - 1.3.2.1.3. (**Added-AFISRA**) Target Military Overview to include: strategic and overall tactical objectives, command and control, order of battle, and Nuclear, Biological and Chemical (NBC) capability.
  - 1.3.2.1.4. (**Added-AFISRA**) Target Communication Overview to include: equipment, networks, cover terms and cover names.
- 1.3.2.2. Lead MAJCOM. AFPD 14-2, Intelligence Rules and Procedures, establishes a lead MAJCOM and user commands for each MDS, weapons system, intelligence function and activity. When a lead MAJCOM is not identified, then AF/A2 will designate the lead MAJCOM.
  - 1.3.2.2.1. AFI 14-2 MDS, weapons system, intelligence function, activity specific, Volume 1, Intelligence Training (Referred to as AFI 14-2(MDS)v1 throughout the remainder of this instruction). The lead MAJCOM, in coordination with user commands, will develop and manage the appropriate AFI 14-2(MDS)v1 to standardize intelligence training requirements, regardless of mission designation and command of assignment. AFI 14-2(MDS)v1 may be more but not less restrictive than this instruction. Unresolved differences between lead and user commands will be elevated to AF/A2F for final resolution.
  - 1.3.2.2.2. AFI 14-2(MDS)v1-Specific Training Conference. Lead commands will host MDS, weapons system, intelligence function, activity-specific training conferences every other year, or more frequently if required, in the form of an Intelligence Realistic Training Review Board (IRTRB). The training conference will review all training programs for currency, applicability, compliance and effectiveness, and address issues in AFI 14-2(MDS)v1. Attendees should include training representatives from user commands, formal schools, training and standardization offices (as applicable), and select unit representatives. When possible, MAJCOMs should schedule IRTRBs in conjunction with other events to minimize travel costs.
  - 1.3.2.2.2. (**AFISRA**) AFISRA/A3T, in conjunction with the training OPR, will facilitate a Training Planning Team (TPT), Training Advisory Group (TAG), or training conference annually for any AFISRA MDS, weapon system, intelligence function, or specific activity with an associated AFI 14-2(MDS)V1 which AFISRA is the OPR. The TPT, TAG, or training conference will review training programs for currency, applicability, compliance and effectiveness and will address training issues in AFI 14-2(MDS)V1, and fulfill the function of the Intelligence Realistic Training Review Board (IRTRB). Training conferences for, intelligence function, or specific activity not governed by an AFI 14-2(MDS) will

- be conducted as directed by the AFISRA training OPR.
- 1.3.2.2.3. Program Guidance Letters (PGL) will follow guidance provided in AFI 36-2201 Volume 2.
- 1.3.2.2.4. Master Question File (MQF) and Training Materials. The lead MAJCOM/A2 will develop and maintain the MQFs for the MDS, weapons system, intelligence functions and activities for which they are designated lead MAJCOM IAW AFPD 14-2. Likewise, the lead MAJCOM/A2 will develop and maintain standardized training materials to be used in qualification training. The MAJCOM MQF is the baseline. Units may augment the MQF with their unit specific questions.
- 1.3.2.2.4. (**AFISRA**) IAW AFI 14-202 Volume 2, *Intelligence Standardization/Evaluation Program*, the AFISRA Stan/Eval section will manage Master Question Files (MQF) for positions requiring qualification training. The AFISRA training OPR will review test banks for certification training.
  - 1.3.2.2.4.1. (Added-AFISRA) Test Banks. AFISRA training OPR will ensure mission specific certification tests are available for use and distribution to applicable intelligence personnel.
    - 1.3.2.2.4.1.1. (Added-AFISRA) Test bank development may be delegated to specific subordinate units to create certification test banks for MDS, weapon systems, or intelligence functions and activities. Those organizations will submit the test banks to AFISRA/A3T or training OPR for dissemination. AFISRA/A3T retains oversight responsibility of all published test banks.
    - 1.3.2.2.4.1.2. (**Added-AFISRA**) Units will forward any required test bank changes to AFISRA training OPR as necessary. AFISRA training OPR will review test banks annually and distribute changes to the test banks.
      - 1.3.2.2.4.1.2.1. (**Added-AFISRA**) Units may edit test bank questions to accommodate local testing procedures, classification limitations, administrative errors or recent changes to systems and/or operational procedures; however, the subject matter of individual questions may not be altered.
    - 1.3.2.2.4.1.3. (Added-AFISRA) Local Procedures Certification Test Banks. Units may develop and distribute local procedures test questions to augment Higher Headquarters (HHQ) certification test banks. Units may develop local certification test banks for intelligence activities that do not have an AFISRA master test bank.
- 1.3.2.2.5. (**Added-AFISRA**) To ensure standardization, AFISRA training OPR will retain oversight responsibility of training materials, but may delegate their actual review and update to lower echelons. Completed training materials will be returned to AFISRA training OPR in a standardized format (.txt, .xml, or as required by HHQ). Training materials will be maintained by AFISRA training OPR.

- 1.3.2.3. Intelligence Formal Training Unit (IFTU)/Formal Training Unit (FTU). The lead MAJCOM for training is the command tasked with providing formal training (HQ AETC or lead MAJCOM, as applicable). The lead MAJCOM for training is responsible for execution of the IFTU/FTU program to include ensuring adequate resourcing and funding for sustainment of existing IFTUs/FTUs, excluding TDY-to-school costs. The using MAJCOM which requests stand-up of a new IFTU/FTU or increases the requirements of an existing course will also be responsible for identifying and providing all funding related to start-up costs unless already funded as part of a weapons system package.
- 1.3.2.4. Formal School Courses. The lead MAJCOM for training and user MAJCOMs will coordinate formal school courses and syllabi to ensure training requirements of user MAJCOMs are met. Coordination will be conducted IAW AFI 36-2201 Volume 5 procedures. These courses and syllabi should be developed to support the Air Force Mission Essential Task List. Send proposals for amending existing course prerequisites and syllabi or deleting obsolete courses through the appropriate headquarters to the lead MAJCOM for training for approval. The lead MAJCOM for training will process the approved changes in coordination with the Air Force Education and Training Course Announcement (ETCA) OPR. Access the ETCA website at <a href="https://etca.randolph.af.mil">https://etca.randolph.af.mil</a>.
- 1.3.2.5. Formal Course Review (FCR). Training commands will convene FCRs annually or more frequently if required. The FCR reviews formal training programs and syllabi for currency, applicability, compliance and effectiveness. Attendees should include training representatives from user commands, curriculum developers, formal schools, training and standardization offices (as applicable), and selected unit representatives. When possible, schedule FCRs in conjunction with an IRTRB to minimize travel cost and maximize participation.
- 1.3.2.6. MAJCOMs providing intelligence related training will, within their intelligence courses, establish student progress review procedures and outline processes to address student elimination when students fail to progress.
- 1.3.3. Unit Senior Intelligence Officers (SIOs). SIOs, supervisors or their designated representatives will ensure individuals receive training to successfully support the unit's mission and maintain individual proficiency. The SIO is the oversight authority in determining when qualification for intelligence service is subject to review due to an individual's questionable duty performance. Questionable duty performance includes, but is not limited to, lack of proficiency in intelligence duties, failure to meet stan/eval criteria, failure to meet currency requirements, lack of progress or lack of judgment.
  - 1.3.3.1. For units who do not have a published AFI 14-2(MDS) vol 1-3 series, the SIO will ensure there is local written guidance that directs the local qualification training program in accordance with AFI 14-202 Vols 1-3. The SIO will use MAJCOM provided guidance and instruction to develop a local qualification training program. The local guidance will cover qualification training, the standardization and evaluation program to validate training and general intelligence procedures."
- 1.3.4. Intelligence Personnel. Intelligence personnel are responsible for monitoring and completing all training requirements.

- 1.4. Qualification Training Time Limitations. Intelligence personnel entered in an in-unit qualification training program, with the exception of upgrade training, should be dedicated to that program; i.e., training requirements have priority over non-training related duties. Training time limitations for qualification training completion are contained in applicable AFI 14-2(MDS)v1s. In-unit training will begin no later than 45 days (90 days for AFRC and ANG) after reporting to a new duty station or unit, unless waived by the MAJCOM/A2.
  - 1.4.1. Every effort must be made to afford the trainee an opportunity to complete qualification training with as few competing commitments as possible.
  - 1.4.2. First term airmen are encouraged to complete the First Term Airman Course (FTAC) or equivalent at their gaining unit prior to beginning in-unit qualification training.
- 1.5. Trainer Requirements. The unit SIO will designate in writing those intelligence personnel certified to conduct qualification training (IQT/MQT/Specialized Training) for intelligence personnel. Trainers should be selected based upon their qualifications, currency, and areas of expertise. The SIO will ensure trainers are qualified in areas on which they provide instruction prior to conducting training. Trainer qualification will be in accordance with AFI 36-2201 Volume 3 and AFI 14-2(MDS)v1, as applicable.
- 1.6. Recurrency Training. Reference applicable AFI 14-2(MDS)v1 for duty position specific currency requirements.
  - 1.6.1. Loss of Currency up to 6 Months. Intelligence personnel (and non-intelligence personnel assigned to intelligence functions and activities) must demonstrate proficiency in all delinquent items with an intelligence qualification trainer or SIO-designated supervisor.
  - 1.6.2. Loss of Currency Exceeding 6 Months. AFI 14-2(MDS)v1 establishes which items will result in unqualified status if an individual is not current and will require requalification according to paragraph 1.7.
- 1.7. Requalification Training. Intelligence personnel revert to unqualified status upon expiration of their qualification evaluations or loss of currency exceeding 6 months (for currency items specified in applicable AFI 14-2(MDS)v1 according to paragraph 1.6.2), whichever occurs first. This includes specialized qualifications and currencies. For all intelligence personnel, unless made more restrictive in AFI 14-2(MDS)v1, requalification requirements are as follows:
  - 1.7.1. Unqualified up to 2 Years. Complete training in all delinquent items (as applicable), as well as any additional training as directed by the Senior Intelligence Officer and be task evaluated.
  - 1.7.2. Unqualified 2 to 5 Years. Complete appropriate formal requalification course and be task evaluated. When a requalification course does not exist or quotas are not available, units will request waivers as specified in the AFI 14-2(MDS)v1.
  - 1.7.3. Unqualified Over 5 Years. Complete the appropriate MDS specific IFTU (basic (B) or transition (TX)) or in-unit IQT as determined by the MAJCOM/A2.

- 1.7.4. Currency issues described above are independent of the award/retention of an Air Force Specialty (AFS). For guidance on these issues consult AFI 36-2101, Classifying Military Personnel Officer and Enlisted.
- **2. Initial Qualification Training (IQT).** IQT prepares intelligence personnel for basic qualification to perform basic duties in an assigned position for a specific MDS, weapons system, intelligence function or activity, without regard for a unit's specific mission. The Intelligence Qualification Evaluation (QUAL) is administered at the conclusion of IQT. Evaluation specifics are addressed in AFI 14-202, Volume 2, *Intelligence Standardization and Evaluation Program*.
  - 2.1. General Requirements. Unless specified in applicable AFI 14-2(MDS)v1, the primary method of initial qualification is to attend and complete the appropriate formal training courses listed in the Education and Training Course Announcement (ETCA). Completing the appropriate formal IQT courses satisfies all unit initial qualification training requirements. When a formal course does not exist or quotas are not available, units will request waivers as specified in the applicable AFI 14-2(MDS)v1 to conduct in-unit initial qualification training, using formal school courseware (see paragraphs 1.4 and 2.3). The lead MAJCOM will incorporate IQT program requirements into the applicable AFI 14-2(MDS)v1.
    - 2.1.1. (Added-AFISRA) Fast Tracked Status. IAW AFI 14-202v2, records of newly assigned personnel will be reviewed for previous experience. If transferable skills are identified in this review, personnel may be fast tracked via an abbreviated training program outlined in the associated AFI 14-2(MDS) series or localized guidance, as applicable.
    - 2.1.2. (**Added-AFISRA**) For AFISRA intelligence personnel that do not have a Formal Training Unit (FTU) in place, initial qualification, mission qualification or certification training programs will be developed IAW this supplement.
  - 2.2. IQT Prerequisites. Before attending formal training courses, intelligence personnel must comply with the appropriate formal course training prerequisites prescribed in the ETCA.
  - 2.3. In-Unit IQT Requirements. For in-unit initial qualification training, commanders will obtain and use the current formal school courseware as the baseline reference for their programs.
    - 2.3.1. Academic Training. Accomplish academic training requirements as directed in applicable courseware.
    - 2.3.2. Written Examinations. Satisfy requirements of AFI 14-202, Volume 2, Intelligence Standardization/Evaluation Program, and applicable AFI 14-2(MDS)v2.
    - 2.3.3. Task Evaluations. Satisfy requirements of AFI 14-202, Volume 2, Intelligence Standardization and Evaluation Program, and applicable AFI 14-2(MDS)v2.
- **3.** Mission Qualification Training (MQT). MQT follows IQT and is training needed to qualify intelligence personnel to perform their specific unit mission in an assigned position. The applicable AFI 14-2(MDS)v1 and other relevant AFIs prescribe minimum MQT requirements. Completion of Specialty Training Standard task and knowledge training requirements may be accomplished concurrently with MQT.

- 3.1. (Added-AFISRA) Upgrade Training. Positions identified as upgrade positions will have corresponding prerequisite entry-level mission requirements. Personnel being considered for upgrade training must complete Initial Qualification Training (IQT) and Mission Qualification Training (MQT) on a prerequisite mission position prior to the upgrade or have previous experience that qualifies them to complete in-unit IQT and the required MQT for that upgrade. Additional requirements may be outlined in the associated AF 14-2(MDS) series or localized guidance, as applicable.
  - 3.1.1. (Added-AFISRA) Any upgrade positions for an MDS, weapon system, intelligence function, or specific activity with an associated 14-2(MDS) series will be designated in volume 1 of that 14-2(MDS) series.
  - 3.1.2. (**Added-AFISRA**) For AFISRA Intelligence personnel that are not governed by a specific AFI 14-2(MDS), upgrade positions will be designated by the unit Commander and submitted for review to the applicable AFISRA training OPR.
- 3.2. (Added-AFISRA) Certification Training. Intelligence training required for crewmembers and accomplished through training processes that do not require formal mission qualification evaluations. Certifications can include Area of Responsibility (AOR), specialized or mission specific duties and are necessary supplements to certain weapon system qualifications.
  - 3.2.1. (Added-AFISRA) Certifications are attained through academic instruction and completed with a written examination and/or a performance assessment. Certifications will be identified in the specific AFI 14-2(MDS) or local training instruction.
  - 3.2.2. (Added-AFISRA) Tabletop Certification is a tool available for use by Unit Commanders to certify an individual or a crew, who already have earned crew position qualifications, is/are able to perform duties in a mission track/area. Tabletop Certifications may also be used when mission schedules preclude an individual or crew from performing in a particular mission area for such a length of time that currency is unable to be maintained. The goal of the Tabletop Certification is to convey to the Commander that the crew and/or individual(s) is/are fully prepared to perform tasked mission(s) safely and successfully.
    - 3.2.2.1. (Added-AFISRA) The Unit Commander or equivalent is the lowest-level authorized to have Tabletop Certification authority. Unit Commanders determine whether these procedures may apply to any additional squadron duty positions.
    - 3.2.2.2. (Added-AFISRA) Tabletop Certification training must include all information required for successful mission execution.
  - 3.2.3. (Added-AFISRA) Intelligence certifications may be documented on an AFISRA Form 402, *Intelligence Personnel Certifications* (Attachment 6), AFISRA Form 403, *Certification of Intelligence Personnel Training* (Attachment 8) or an electronic equivalent approved by AFISRA Training OPR. Associated AFI 14-2(MDS)V1 or local training instruction will direct how certifications are documented, when applicable.
    - 3.2.3.1. (Added-AFISRA) General documentation procedures for the AFISRA Forms 402 and 403 are outlined in Attachment 5 or 7, respectively, of this publication.

- 3.3. (Added-AFISRA) Difference Training. Units will conduct difference training for new features, variations, capabilities, and/or procedures. Difference training is also used to train established capabilities within the specified MDS, weapon system, intelligence function or activity. Document all difference training completion in the individual's training folder on the prescribed form in the specific AFI 14-2(MDS) or localized guidance.
  - 3.3.1. (Added-AFISRA) Difference training for a specified MDS, weapon system, intelligence function or activity will be coordinated through AFISRA Training OPR prior to implementation.
  - 3.3.2. (Added-AFISRA) Difference Training requirements may be incorporated into basic qualification and/or certification standards and will be outlined in 14-2(MDS)v1 or localized guidance.
- 3.4. (Added-AFISRA) Initial Cadre. An initial cadre will be selected when difference training does not exist in the MDS, weapon system, intelligence function or activity. In these instances, units will form an initial cadre of personnel for whom certain training requirements may be waived.
  - 3.4.1. (Added-AFISRA) The Group/CC or equivalent will designate Initial cadre in writing and forward to the Wing/CC or equivalent for approval. Initial cadre will be made up of instructor and instructor evaluator personnel.
  - 3.4.2. (**Added-AFISRA**) The Wing Commander or equivalent will review and approve the resulting training plan and forward to AFISRA Training OPR. **Note:** This authority may be delegated down to the Group Commander or equivalent depending on the MDS, weapon system, intelligence function, or activity.
  - 3.4.3. (Added-AFISRA) The initial cadre will complete all difference training and document it on the prescribed form specified in AFI 14-2(MDS) or localized guidance.
  - 3.4.4. (**Added-AFISRA**) Initial cadre is responsible for developing study guides, job qualification standards, training task lists, and checklists for each effected position, intelligence function or activity, as applicable.
  - 3.4.5. (Added-AFISRA) The initial cadre will be responsible to provide difference training to other units and/or personnel (as required).
- **4.** Continuation Training (CT). Continuation training provides the volume, frequency, and mix of training necessary for intelligence personnel to maintain proficiency at their assigned qualification. Applicable AFI 14-2(MDS)v1 prescribes minimum CT training requirements.
  - 4.1. Intelligence Personnel Status. Intelligence personnel (and non-intelligence personnel assigned to intelligence functions or activities) may be assigned Mission Ready, Combat Mission Ready, Basic Mission Capable, or Basic Qualification status.
    - 4.1.1. Mission Ready (MR)/Combat Mission Ready (CMR) is the status of intelligence personnel who have satisfactorily completed MQT and maintain qualification and currency in the appropriate tasks and knowledge required by their respective AFI 14-2(MDS)v1 and other applicable instructions.
    - 4.1.2. Basic Mission Capable (BMC) is the status of intelligence personnel who have satisfactorily completed MQT, are qualified in the unit mission, but do not maintain

- MR/CMR status. BMC personnel must be able to attain MR/CMR currency status within 30 days, or as otherwise specified in the applicable AFI 14-2(MDS)v1. BMC personnel may not deploy without attaining MR/CMR currency status prior to deploying in support of unit operations. Personnel deploying to support other than unit taskings may deploy in BMC status.
- 4.1.3. Basic Qualification (BQ) is the status of intelligence personnel who have satisfactorily completed IQT and are qualified to perform basic duties, but may not perform mission duties unsupervised. The member must perform at a minimum level as established in the applicable AFI 14-2(MDS)v1. BQ personnel may not deploy without additional training.
- 4.2. Training Events. Intelligence personnel training events are tracked and updated using the on-line documentation system.
- 4.3. Currency. The Ready Intelligence Program (RIP) and currency requirements are listed in AFI 14-2(MDS)v1. RIP outlines the minimum CT requirements and is designed to focus training on capabilities needed to accomplish a unit's core tasked missions. RIP events are specific to an MDS, intelligence function or activity. BMC and MR/CMR intelligence personnel must complete appropriate RIP tasks identified in the applicable AFI 14-2(MDS)v1.
- 4.3. (**AFISRA**) The unit Commander, in coordination with the AFISRA training OPR, will determine currency requirements, including Ready Intelligence Program (RIP) events, for intelligence personnel (and non-intelligence personnel assigned to intelligence functions or activities and performing an intelligence function) that are not governed by a specific AFI 14-2(MDS).
  - 4.3.1. MAJCOM/A2, or equivalent SIO, may adjust currency requirements for training events unique to an organization. For example, assume AFI 14-2(MDS)v1 directs specific intelligence training tasks in support of the air-to-ground mission for that MDS, but a particular unit which has this same MDS assigned is unique in that it only has an air-to-air mission.
  - 4.3.2. Temporary Duty (TDY). Individuals preparing to depart on an extended TDY (e.g., professional military education (PME)) should ensure all training requirements are current prior to departure. Members should complete a proportionate amount of training requirements by the end of the month preceding the date of departure for TDY. When possible and practical, trainers and trainees should be proactive in obtaining and completing necessary training that may expire while TDY.
  - 4.3.3. **Permanent Change of Station (PCS).** Upon PCS to the same or like MDS, weapons system, intelligence function or activity, individuals meeting the requirements specified in the gaining MAJCOM intelligence directives (if applicable) will retain current qualifications. The gaining unit will note the member's evaluation due dates and enter the member into the local MQT. Upon completion of MQT, the member will be entered into CT/RIP. The member will complete the mission evaluation as previously scheduled. Unless directed by the SIO there is no requirement to do a mission evaluation (MSN) ahead of the already scheduled MSN suspense. The member's next evaluation due date will remain the same from the losing unit. Members should complete a

proportionate share of training requirements by the end of the month preceding the date of departure for PCS. Upon PCS to a different MDS, weapons system, intelligence function or activity, individuals will enter qualification training beginning with IQT per the specific AFI 14-2(MDS)v1 and prepare to progress through the requisite training and stan/eval events until becoming mission ready as directed by the SIO.

4.4. Proration of Training. Prorate training requirements for personnel not available for training events (for example, PCS, TDY, or emergency leave). Prorate requirements in direct proportion to the number of days of non-availability. Do not prorate for non-availability of 15 days or less. For every 30 days beyond 15 days, prorate training requirements one month, but not to less than one event. Additional proration guidance may be established in each AFI 14-2(MDS)v1. For example, an individual is granted emergency leave for 20 days in Jan. He then goes to the NCO Academy Feb-Mar and is gone for 45 days (65 days cumulative). His SIO authorized him a total of 2 months proration from his training cycle. Since AFI 14-2(MDS)v1 requires a debrief be done quarterly (i.e., once every 90 days), the individual now has 150 days from his last debrief to complete the debrief requirement. (2 months/60 days proration + 90 days for the requirement = 150 days)

**Table 1. Proration Allowance.** 

CUMULATIVE DAYS OF NON-AVAILABILITY	MONTHS OF PRORATION ALLOWED
0-15	0
16-45	1
46-75	2
76-105	3
106-135	4
136-165	5
166-195	6
196-225	7
226-255	8
256-285	9
286-315	10
316-345	11
over 345	12

4.5. Failure to Complete Continuation Training Requirements. Report individuals in AEF Reporting Tool (ART) and/or SORTS (as applicable) non-mission ready (N-MR), if they fail to complete periodic continuation training requirements as defined in AFI 14-2(MDS)v1. Waiver requirements and waiver authorities will be specified in AFI 14-2(MDS)v1.

- **5. Specialized Training.** Specialized Training is training in any skill necessary to carry out the unit's assigned missions that is not required for every intelligence unit member. Specialized Training is accomplished after Mission Qualification Training and after the member has attained MR/CMR or BMC qualification, and is in addition to MR/CMR or BMC requirements. For example, an External Intelligence Trainer (EIT) requires Specialized Training and a specialized evaluation (referred to as an "EIT" evaluation) to conduct intelligence training for non-intelligence AFSC personnel (e.g., pilots, aircrew, civil engineers). EITs have additional qualification and currency requirements to maintain proficiency in conducting intelligence training. All members will complete MQT before entering Specialized Training unless it is specifically directed as part of MQT in applicable AFI 14-2(MDS)v1. See applicable AFI 14-2(MDS)v1 for Specialized Training requirements. If a unit has responsibility for providing intelligence training to non-intelligence AFSC personnel, the unit must have written guidance outlining its EIT specialized training in the form of an AFI 14-2(MDS) series, MAJCOM or local guidance.
- **6. Multiple Qualifications at a Multi-MDS Location.** In multi-MDS wings, it may be more effective for the SIO to determine intelligence personnel hold qualification to support more than one MDS. In this case, MQT for each additional MDS would train to satisfy the MQT events not previously addressed and already trained in earlier MQT. The member would then be tested by written examination and be task evaluated on those training items via a mission evaluation. The AF Form 4350 would be annotated with the specific areas evaluated. Units wishing to exercise this method must author local written guidance to outline program requirements and staff to MAJCOM/A2 for approval. At a minimum, the MAJCOM/A2 will review the written guidance biennially or when the unit updates the guidance.

# 7. DELETED.

DAVID A. DEPTULA, Lt Gen, USAF DCS/Intelligence, Surveillance and Reconnaissance

(AFISRA)

ROBERT P. OTTO, Maj Gen, USAF Commander

## **Attachment 1**

#### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

# References

DoDI 3305.02, General Intelligence Training

(Added-AFISRA) AFDD 1-1, Leadership and Force Development, 8 November 2011

(Added-AFISRA) AFI 33-360, Publications and Forms Management, 7 February 2013

(Added-AFISRA) AFMAN 33-363, Management of Records, 1 March 2008

(Added-AFISRA) AFMAN 36-2234, Instructional System Development, 1 November 1993

AFPD 14-2, Intelligence Rules and Procedures

AFI 14-202, Volume 1, Intelligence Training

AFI 14-202, Volume 2, Intelligence Standardization/Evaluation Program

AFI 14-202, Volume 3, General Intelligence Rules

AFI 36-2101, Classifying Military Personnel Officer and Enlisted

AFPD 36-22, Air Force Military Training

AFI 36-2201, Volume 1, Training Development, Delivery, and Evaluation

AFI 36-2201, Volume 2, Air Force Training Program Training Management

AFI 36-2201, Volume 3, Air Force Training Program On the Job Training Administration

AFI 36-2201, Volume 5, Air Force Training Program Career Field Education and Training

AFMAN 37-123, Management of Records

(Added-AFISRA) AFPD 36-26, Air Force Military Training, 27 September 2011

Air Force Records Information Management System (AFRIMS)

# **Prescribed Forms**

AF Form 4349, Record of Intelligence Evaluation, 10 March 2008

AF Form 4350, Certificate of Intelligence Qualification, 10 March 2008

AF Form 4381, Intelligence Gradesheet, 10 March 2008

## **Adopted Forms**

(Added-AFISRA) AFISRA Form 402, Intelligence Personnel Certifications

(Added-AFISRA) AFISRA Form 403, Certification of Intelligence Personnel Training

AF Form 847, Recommendation for Change of Publication, 22 September 2009

# Abbreviations and Acronyms

ACC—Air Combat Command

**AETC**—Air Education and Training Command

(Added-AFISRA) AF—Air Force

(Added-AFISRA) AFI—Air Force Instruction

(Added-AFISRA) AFISRA—Air Force Intelligence, Surveillance, and Reconnaissance Agency

**AFPD**—Air Force Policy Directive

(Added-AFISRA) AFRIMS—Air Force Records Information Management System

**AFSC**—Air Force Specialty Code

**AFRC**—Air Force Reserve Command

(AFISRA) AFRC—Air Force Reserve Command

**AIA**—Air Intelligence Agency

ANG—Air National Guard

(AFISRA) ANG—Air National Guard

(Added-AFISRA) AOR—Area of Responsibility

**BMC**—Basic Mission Capable

(AFISRA) BMC—Basic Mission Capable

**BQ**—Basic Qualification

**CCP**—Consolidated Cryptologic Program

(Added-AFISRA) CFM—Career Field Manager

**CMR**—Combat Mission Ready

(AFISRA) CMR—Combat Mission Ready

(Added-AFISRA) CSA—Combat Support Agency

**CT**—Continuation Training

**CTC**—Combat Targeting Course

(Added-AFISRA) DCGS—Distributed Common Ground System

(Added-AFISRA) DRU—Direct Reporting Unit

(Added-AFISRA) DSO—Direct Support Operator

**EIT**—External Intelligence Trainer/Training

**ETCA**—Education and Training Course Announcement

FCR—Formal Course Review

(Added-AFISRA) FOA—Field Operating Agency

FTU—Formal Training Unit

(AFISRA) FTU—Formal Training Unit

FYDP—Future Years Defense Plan

(Added-AFISRA) HHQ—Higher Headquarters

(Added-AFISRA) IAW—In Accordance With

**IFTU**—Intelligence Formal Training Unit

**IQT**—Initial Qualification Training

(AFISRA) IQT—Initial Qualification Training

**IPT**—Intelligence Personnel Training

(AFISRA) IPT—Intelligence Personnel Training

**IRM**—Intelligence Resource Manager

**IROC**—ISR Operations Course

(Added-AFISRA) IRTRB—Intelligence Realistic Training Review Board

(Added-AFISRA) ISR—Intelligence, Surveillance and Reconnaissance

**MAJCOM**—Major Command

(AFISRA) MAJCOM—Major Command

**MDS**—Mission Design Series

(AFISRA) MDS—Mission Design Series

(Added-AFISRA) MQF—Master Question File

**MQT**—Mission Qualification Training

(AFISRA) MQT—Mission Qualification Training

(Added-AFISRA) NBC—Nuclear, Biological and Chemical

**N-BMC**—Non-Combat Mission Capable

**N-CMR**—Non-Combat Mission Ready

**N-MR**—Non-Mission Ready

(Added-AFISRA) NTI—National Tactical Integration

**OJT**—On-the-Job Training

(Added-AFISRA) OPR—Office of Primary Responsibility

**PGL**—Program Guidance Letters

**PR**—Progress Review

**PSU**—Primary Support Unit

(Added-AFISRA) RDS—Records Disposition Schedule

**RIP**—Ready Intelligence Program

(AFISRA) RIP—Ready Intelligence Program

RTRB—Realistic Training Review Board

**SCE**—Service Cryptologic Element

**SRB**—Student Review Board

(Added-AFISRA) TAG—Training Advisory Group

(Added-AFISRA) TARP—Tactics Analysis Reporting Program

(Added-AFISRA) TASE—Tactics Analysis Studies Element

(Added-AFISRA) TPT—Training Planning Team

(Added-AFISRA) TSO—Tactical Systems Operator

**USAFWS**—United States Air Force Weapons School

#### **Terms**

**Basic Mission Capable (BMC)**—The status of intelligence personnel who have satisfactorily completed MQT, are qualified in the unit mission, but do not maintain MR/CMR status. Personnel must be able to attain MR/CMR currency status within 30 days, or as otherwise specified in the applicable AFI 14-2-(MDS)v1.

**Basic Qualification** (**BQ**)—The status of intelligence personnel who have satisfactorily completed IQT and are qualified to perform basic duties, but may not perform mission duties unsupervised. BQ is a prerequisite for all personnel to enter MQT. The member must perform at a minimum level as established in the applicable AFI 14-2(MDS)v1.

(Added-AFISRA) Certification— Intelligence training required for personnel and accomplished through training processes that do not require formal mission qualification evaluations.

Combat Mission Ready (CMR)—The status of intelligence personnel who have satisfactorily completed MQT and maintain qualification and currency in the appropriate tasks and knowledge required by their respective AFI 14-2(MDS)v1. See Mission Ready (MR).

**Continuation Training (CT)**—Additional training exceeding the minimum upgrade training requirements. Continuation training provides the volume, frequency, and mix of training necessary for intelligence personnel to maintain proficiency in their assigned qualification. AFI 14-2(MDS)v1 prescribes minimum CT requirements.

**Currency**—A measure of how frequently and/or recently a task is completed. Currency requirements should ensure intelligence personnel maintain a minimum level of proficiency in a given event.

(Added-AFISRA) Difference Training— Training for new features, variations, capabilities, or procedures; or used to train established capabilities within the specified MDS, weapon system,

intelligence function or activity. The engineering specialist who manufactured the new capability can conduct this training, if applicable.

**Formal Course**—Training courses listed in the Air Force Education and Training Course Announcement (ETCA).

(Added-AFISRA) Initial Qualification Training— Training needed to qualify intelligence personnel for basic duties in an assigned position for a specific MDS, weapon system, intelligence function or activity, without regard for a unit's specific mission

**Initial Qualification Training (IQT)**—Training needed to qualify intelligence personnel for basic duties in an assigned position for a specific MDS, weapons system, intelligence function or activity, without regard for a unit's specific mission.

(Added-AFISRA) Mission Qualification Training— Training needed to qualify individuals to perform their specific mission in an assigned position. This training is a prerequisite for Combat Mission Ready (CMR) or Basic Mission Capable (BMC) status.

**Mission Qualification Training (MQT)**—Training needed to qualify intelligence personnel to perform their specific unit mission in an assigned position. AFI 14-2(MDS)v1 prescribes minimum MQT requirements.

**Mission Ready** (MR)—The status of intelligence personnel who have satisfactorily completed MQT and maintain qualification and currency in the appropriate tasks and knowledge required by their respective AFI 14-2(MDS)v1. See Combat Mission Ready (CMR).

Office of Primary Responsibility (OPR)—Any headquarters, agency, or activity having the primary functional interest in, and responsibility for, a specific action, project, plan, program, or problem.

**Proficiency**—The quality of having competence and a command of the fundamentals derived from practice and familiarity. A measure of how well a task is completed. An individual is considered proficient when he/she can perform tasks at the minimum acceptable levels of speed, accuracy, and safety.

**Ready Intelligence Program** (**RIP**)—Program that outlines the minimum CT requirements and is designed to focus training on capabilities needed to accomplish a unit's core tasked missions. RIP events are specific to an MDS, intelligence function or activity. BMC and MR/CMR intelligence personnel must complete appropriate RIP tasks identified in the applicable AFI 14-2(MDS)v1.

Senior Intelligence Officer (SIO)—The highest-ranking Air Force officer holding the 14N3 or 14N4 Air Force Specialty Code (AFSC) or Series 0132 Civilian and serving in an Air Force intelligence position. The SIO's authority extends to all directly subordinate and tenant intelligence units within the organizational chain of command. Installations with intelligence activities in different chains of command will have separate SIOs. In this capacity, the SIO provides senior guidance on all policy development, interpretations, and applications. Further, the SIO serves as the chief advisor and mentor for AF intelligence officers, enlisted and civilians (as appropriate) in terms of career development and progress.

(Added-AFISRA) Tabletop Certification— Tabletop Certification is a tool available to certify a position-qualified individual or crew to perform duties in a mission track/area. Tabletop Certifications may also be used when mission schedules preclude an individual or crew from

performing in a particular mission area for such a length of time that currency is unable to be maintained.

**Training Command**—The MAJCOM assigned responsibility for formal school training (not necessarily AETC) in each MDS, weapons system, intelligence function or activity.

**Specialized Training**—Training in any skill necessary to carry out the unit's assigned missions that is not required for every intelligence unit member. Specialized Training is accomplished after MQT and after the member has attained MR/CMR or BMC status, and is in addition to MR/CMR or BMC requirements. For example, as outlined in AFI 14-2F-16, Volume 1, F-16 Unit Intelligence Training, an External Intelligence Trainer (EIT) requires Specialized Training and certification to conduct intelligence training for pilots. EITs have additional qualification and currency requirements to maintain proficiency in conducting intelligence training.

# Attachment 2 INTELLIGENCE TRAINING REQUIREMENTS

Figure A2.1. Intelligence training requirements.

Qualification Status	Training Requirement for Status	Ready Intelligence Program (RIP)/Continuation Training (CT)3 Currency Requirement	Standardization & Evaluation (Stan/Eval) Check Requirement
BQ6	IQT1	No	QUAL4
MR/CMR7	IQT + MQT2+ Certification	Yes	Initial (INIT MSN) and Periodic (20 month cycle) (MSN) 5
BMC8	IQT + MQT + Certification	Yes	Initial (INIT MSN) and Periodic (20 month cycle) (MSN)

# **Notes:**

1IQT consists of AFSC awarding courses and IFTU/FTU

2MQT is a unit-developed training program specific to the unit's mission

3CT consists of internal intelligence training and Ready Intelligence Program requirements

4QUAL—Qualification Evaluation—the evaluation administered to ensure basic qualification in the duty position of the intelligence professional.

5MSN—Mission Qualification Evaluation—the evaluation administered to ensure the individual's ability to support full mission planning and employment in accomplishing the unit's operational mission. Note: The periodic cycle upon which evaluations are given is based on the 20-month Air Expeditionary Force (AEF) rotation cycle. Evaluations coming due during a unit's AEF vulnerability period must be completed prior to entering the window. See AFI 14-202 Volume 2, Table 5.1.

6BQ—Basic Qualification—Upon completion of IQT, intelligence personnel attain BQ status. BQ is a prerequisite for MQT. BQ is not a long-term qualification status.

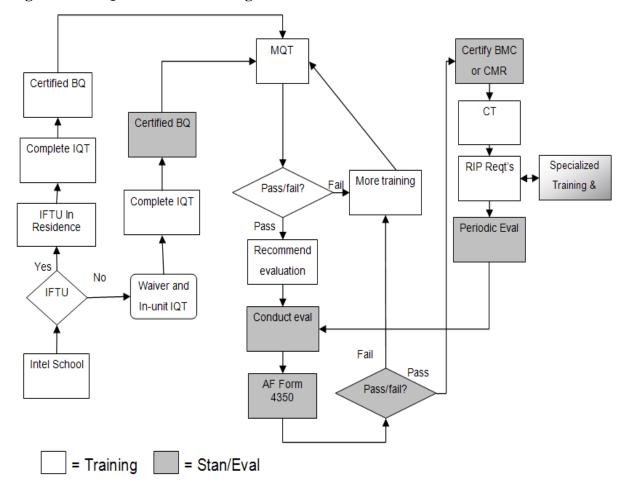
7MR/CMR—Combat Mission Ready—The status of intelligence personnel who have satisfactorily completed MQT and maintain qualification and currency in the appropriate tasks and knowledge required by their respective AFI 14-2(MDS)v1.

8BMC—Basic Mission Capable—The status of intelligence personnel who have satisfactorily completed training (MQT), are qualified in the unit mission but do not maintain MR/CMR status. Personnel accomplish training required to remain familiarized in all the primary missions of their unit. These personnel may also maintain specialized qualifications.

# Attachment 3

# QUALIFICATION TRAINING FLOW OF EVENTS

Figure A3.1. Qualification training flow of events



# Attachment 4 (Added-AFISRA)

# AFISRA TRAINING OFFICE OF PRIMARY RESPONSIBILITY (OPR)

Table A4.1. AFISRA Training Office Of Primary Responsibility (OPR).

Intelligence Weapons Systems or Mission Areas	Training OPR
National Tactical Integration (NTI)	AFISRA/A2XX
Tactical Systems Operator (TSO)	361 ISRG
Direct Support Operator (DSO)	361 ISRG
Tactics Analysis Reporting Program (TARP)/Tactics Analysis	
Studies Element (TASE)	AFISRA/A2
Cyber	AFISRA/A3T
Special Mission Activity	AFISRA/ZQ

# **Attachment 5 (Added-AFISRA)**

# AFISRA FORM 402, INTELLIGENCE PERSONNEL CERTIFICATIONS

- **A5.1.** (**AFISRA**) **AFISRA Form 402,** *Intelligence Personnel Certifications*. This form is optional, unless directed by AFISRA. Use in place of AFISRA Form 403 when directed. When used, comply with the following guidance when completing an AFISRA Form 402. See Attachment 6 for sample AFISRA Forms 402.
- **A5.2.** (**AFISRA**) **Purpose.** The AFISRA Form 402 provides a permanent record and certification source for intelligence personnel certifications not attained through an AF Form 4350 qualification.
  - A5.2.1. (AFISRA) Maintain AFISRA Form 402 in intelligence personnel member's permanent training folder. For intelligence personnel with multiple intelligence certifications attained through difference training, only one AFISRA Form 402 is required; specify the primary mission MDS, intelligence system, function or activity designation. File AFISRA Forms 402 will be filed in an intelligence personnel member's permanent training folder, as a training completion document.
  - A5.2.2. (**AFISRA**) Unit training shops will document all initial, downgrade and recertifications for intelligence personnel assigned/attached to their unit.
    - A5.2.2.1. (**AFISRA**) The AFISRA Form 402 will document all certifications attained in previous and current MDS(s), intelligence system(s), function(s) and/or activity(s). Retain in individual training records as a historical source document.
    - A5.2.2.2. (**AFISRA**) During the initial review of individual training records, review previous AFISRA Form 402 entries to determine all applicable certifications of newly assigned/attached intelligence personnel. Following the initial review, document applicable intelligence personnel certifications accepted by the gaining unit commander on a new AFISRA Form 402.

## A5.3. (AFISRA) General Data Entry.

- A5.3.1. (**AFISRA**) Complete individual identification block with last name, first name, middle initial, any titles (e.g., Jr. or II), unit MDS, intelligence system, function and/or activity (under Activity) and unit organization/location.
- A5.3.2. (AFISRA) Use one line for each certification.
- A5.3.3. (**AFISRA**) Enter each certification in chronological order, based on the date the action is completed, unless that field was updated due to a re-certification. All new AFISRA Forms 402 should start with dates of applicable certifications in chronological order.
- A5.3.4. (**AFISRA**) For date fields in the AFISRA Form 402, use a two-digit day, three-letter month and four-digit year format (e.g., 20 Dec 2011), or as required by electronic form (20111220). Mark the date fields in pencil to allow for periodic certification updates.

#### A5.4. (AFISRA) Certification.

A5.4.1. (**AFISRA**) Certified Event Title. Enter each certification title in the top block on the AFISRA Form 402.

- A5.4.2. (**AFISRA**) Enter the rank, name and organization of the instructor who completed applicable training for the certified event below the event title of the Certified Event block for the Activity under which the certification is given.
- A5.4.3. (**AFISRA**) Date Certified. Enter the effective date of certification. Mark the date fields in pencil to allow for periodic certification updates.
- A5.4.4. (**AFISRA**) Certification Official/Organization. The Certifying Official (i.e. certified/qualified instructor) will sign in this column.
- A5.4.5. (**AFISRA**) The Certifying Official is the person authorized by governing directives to approve or certify intelligence personnel for a specific position or event.
- **A5.5.** (**AFISRA**) **Decertification.** Decertification of events fall into two categories: Decertification for Cause (with prejudice) and Discretionary Decertification (without prejudice).
  - A5.5.1. (AFISRA) Decertification for Cause. Used for observed substandard performance.
    - A5.5.1.1. (**AFISRA**) This action is normally associated with Commander-Directed Downgrade, but also applies to commander-directed decertification of evaluators and trainers (resulting from substandard performance).
    - A5.5.1.2. (**AFISRA**) To document Decertification for Cause, place an "X" in the appropriate box; enter date of decertification in the Decertification Date block; enter name, rank, organization, office symbol and signature of the decertifying official in the Decertifying Official/Organization block.
  - A5.5.2. (**AFISRA**) Discretionary Decertification. An administrative action not based on performance.
    - A5.5.2.1. (**AFISRA**) Such decertification is warranted when loss of currency or certification occurs that will not be regained IAW AFI 14-2(MDS)V1; when instructor-certified events become core mission events; or when a higher certification is obtained making the previous entry obsolete. Discretionary Decertification is also applicable for decertification of evaluators and trainers as a result of reasons other than substandard performance.
    - A5.5.2.2. (**AFISRA**) To document Discretionary Decertification, place an "X" in the appropriate box; enter the date of decertification in the Decertification Date block; enter name, rank, organization, office symbol and signature of the decertifying official in Decertifying Official/Organization block. *Note*: For decertification due to loss of currency with no requirement for re-certification, the effective date of decertification will be the date of certification loss.
    - A5.5.2.3. (**AFISRA**) For events that have changed in name only (e.g., Imagery Screener to Intelligence Screener) no action is necessary. If desired for clarity, annotate —Renamed (new title) under Remarks.
    - A5.5.2.4. (**AFISRA**) For members who change MDS, intelligence system, function and/or activity (Intelligence Activity) while assigned/attached to the same organization, prepare a new AFISRA Form 402 indicating the new Intelligence Activity and transcribe all events which apply to the new Intelligence Activity.

- **A5.6.** (**AFISRA**) Unusual Circumstances. When unusual circumstances require additional information for an AFISRA Form 402 entry, use additional lines as necessary or re-accomplish the AFISRA Form 402.
- **A5.7.** (**AFISRA**) Computer Generated AFISRA Form 402. Units may use a computer-generated AFISRA Form 402 to make new entries or corrections as long as cumulative hard copy entries are maintained. Computer-generated AF forms must mirror AF forms published on the Air Force e-Publishing web site.
  - A5.7.2. (AFISRA) The signature on a computer-generated AFISRA Form 402 certifies:
    - A5.7.2.1. (**AFISRA**) New or rescinded certification attained while assigned/attached to unit of certifying official.
    - A5.7.2.2. (**AFISRA**) All cumulative entries were maintained; that they were signed or had proper documentation; or were carried forward from a previously signed computergenerated AFISRA Form 402.

# Attachment 6 (Added-AFISRA)

# AFISRA FORM 402, INTELLIGENCE PERSONNEL CERTIFICATIONS EXAMPLE

Table A6.1. AFISRA Form 402, Intelligence Personnel Certifications Example.

		INTELLIGENCE PERS	INTELLIGENCE PERSONNEL CERTIFICATIONS			
		THIS IS TO	THIS IS TO CERTIFY THAT			
NAME (LAST, FIRST MIDDLE INITIAL)			ACTIVITY		UNIT ORGANIZATION AND LOCATION	AND LOCATION
SMITH, JOHN M.			GSQ-2727		56 IS, Langley AFB VA	3 VA
CERTIFIED EVENT		CERTIFYING OFFICIAL			_	N
INSTRUCTOR	0.00	ORGANIZATION	NEWDINING	DATE	FOR CAUSE	OFFICIAL/ORGANIZATION
CENTCOM AOR Certification	26 11 11 12 12 12 12 12 12 12 12 12 12 12	(SSgt Jim Instructor signture here)	(optional)			
SSgt Jim Instructor, 53 IS/DOT	20 0011 1007					
MA Certification	9001 111 00	(SSgt Jim Instructor signture here)				
SSgt Jim Instructor, 53 IS/DOT	Z0 JUL 1998					
2						
			9			
AFISRA FORM 402, 20101130						

# **Attachment 7 (Added-AFISRA)**

# AFISRA FORM 403, CERTIFICATION OF INTELLIGENCE PERSONNEL TRAINING

- **A7.1.** (**AFISRA**) **AFISRA Form 403**, *Certification of Intelligence Personnel Training*. This form is optional, unless directed by AFISRA. When used, comply with the following guidance for completing an AFISRA Form 403. Special certifications may be documented IAW AFI 14-2(MDS)V1 or local training instruction on AFISRA Form 403, AFISRA Form 402 (see **Attachment 6**). Certifications will be signed by a certified instructor. See **Attachment 8** for sample AFISRA Form 403.
- **A7.2.** (**AFISRA**) **Purpose.** The AFISRA Form 403 provides a permanent record/certification source for intelligence personnel certifications not attained through an AF Form 4350 qualification.
  - A7.2.1. (**AFISRA**) Maintain AFISRA Form 403 in intelligence personnel member's permanent training folder. For intelligence personnel with multiple intelligence certifications attained through difference training, only one AFISRA Form 403 is required; specify the primary mission MDS, intelligence system, function or activity designation. File AFISRA Forms 403 will be filed in an intelligence personnel member's permanent training folder, as a training completion document.
  - A7.2.2. (**AFISRA**) Unit training shops will document all initial, downgrade and recertifications for intelligence personnel assigned/attached to their unit.

# A7.3. (AFISRA) General Data Entry.

- A7.3.1. (**AFISRA**) Complete individual identification block with last name, first name, middle initial, any titles (e.g., Jr. or II); follow the name with the individual's grade in parenthesis.
- A7.3.2. (AFISRA) Use one row for each certification or decertification.
- A7.3.3. (**AFISRA**) For date fields in the AFISRA Form 403, use a two-digit day, three-letter month and four-digit year format (e.g., 20 Dec 2011), or as required by electronic form (20111220). Mark the date fields in pencil to allow for periodic certification updates.

# A7.4. (AFISRA) Certification.

- A7.4.1. (AFISRA) Subject Title. Enter each certification title on the AFISRA Form 403.
- A7.4.2. (**AFISRA**) Date Certified. Enter the effective date of certification. Note: this date may change as periodic certifications checks are required.
- A7.4.3. (**AFISRA**) Certification Official/Organization. The Certifying Official (i.e. certified instructor) will sign above their typed name, rank, organization and office symbol.
- A7.4.4. (**AFISRA**) The Certifying Official is the person authorized by governing directives to approve or certify an intelligence personnel member for a specific position or event.
- **A7.5.** (**AFISRA**) **Decertification.** Decertification of events fall into two categories: Decertification for Cause (with prejudice) and Discretionary Decertification (without prejudice).
  - A7.5.1. (AFISRA) Decertification for Cause. Used for observed substandard performance.

- A7.5.1.1. (**AFISRA**) This action is normally associated with command-directed downgrade, but also applies to commander-directed decertification of evaluators (resulting from substandard performance).
- A7.5.1.2. (**AFISRA**) To document Decertification for Cause, line out the event, date and certifying official/organization/location; annotate —Decertification for Cause under Training Requirement/ Subject Title; enter date of decertification under Date Completed; enter name, rank, organization, and office symbol and signature of decertifying official under Certifying Official/Organization.
- A7.5.2. (**AFISRA**) Discretionary Decertification. An administrative action not based on performance.
  - A7.5.2.1. (**AFISRA**) Such decertification is warranted when loss of currency or certification occurs that will not be regained IAW AFI 14-2(MDS)v1; when instructor certified events become core mission events; or when a higher certification is obtained making the previous entry obsolete.
  - A7.5.2.2. (**AFISRA**) To document Discretionary Decertification: line out the event, date and certifying official/organization/location; annotate —Discretionary Decertification under Training Requirement/Subject Title; enter date of decertification under Date Completed; enter name, rank, organization and office symbol of the decertifying official under Certifying Official/Organization. **Note:** For decertification due to loss of currency with no requirement for re-certification, the effective date of decertification will be the date of certification loss.
  - A7.5.2.3. (**AFISRA**) For events that have changed in name only (e.g., Imagery Screener to Imagery Viewer) no action is necessary. If desired for clarity: line out the event, date and certifying official/organization/location; annotate —Renamed (new name) under Subject Title.
- **A7.6.** (**AFISRA**) **Unusual Circumstances.** When unusual circumstances require additional information for an AFISRA Form 403 entry, use additional lines as necessary or re-accomplish the AFISRA Form 403.
- **A7.7.** (**AFISRA**) Units may use a computer-generated AFISRA Form 403 to make new entries or corrections as long as cumulative hard copy entries are maintained. Computer-generated forms must mirror AF forms as published on the Air Force e-Publishing web site.
  - A7.7.1. (**AFISRA**) A computer-generated AFISRA Form 403 must be signed either digitally or with ink.
  - A7.7.2. (AFISRA) The last signature on a computer-generated AFISRA Form 403 certifies:
    - A7.7.2.1. (AFISRA) New or rescinded certification attained while assigned/attached to unit of certifying official.
    - A7.7.2.2. (**AFISRA**) All cumulative entries were maintained; that they were signed or had proper documentation; or were carried forward from a previously signed computergenerated AF Form 403.

# Attachment 8 (Added-AFISRA) AFISRA FORM 403, CERTIFICATION OF INTELLIGENCE PERSONNEL TRAINING EXAMPLE

Table A8.1. AFISRA Form 403, Certification of Intelligence Personnel Training Example.

CERTIFIC	ATION OF INTELLIGENCE	CE PERSONNEL
AST NAME, FIRST, MIDDLE INITIAL		
SMITH, JOHN M.		
	ETED THE TRAIING OR SPECIAL Q	UALIFICATION INDICATED HEREON
TRAINING REQUIREMENTS/SUBJECT TITLE	DATE COMPLETED	CERTIFYING OFFICIAL/ORGANIZATION
CENTCOM AOR Certification	25 JUN 1997	(signature above) SSgt Jim Instructor, 53 IS/DOT
Decertification CENTCOM AOR	20 JUL 1998	(signature above) SSgt Jim Instructor, 53 IS/DOT
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AFISRA FORM 403, 20101130